



DUTY STATEMENT		PROPOSED DS	
<b>Classification:</b> Research Data Specialist I		<b>Position Number:</b> 835-162-5742-002	
<b>Division/Office/Section:</b> AFITS/ FSB/ Budgets and Economic Forecasting Section			
<b>Location:</b> 1001 I Street, Sacramento		<b>Effective Date:</b>	
<b>Employee's Name:</b>		<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>			
<b>Collective Bargaining Identifier (CBID):</b> R01			

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to department policies and procedures regarding attendance, leave, and conduct.

**POSITION DESCRIPTION:**

Under general direction of Staff Services Manager II, the incumbent shall act in a lead capacity and perform activities associated with economic forecasting, process analysis, preparation of reports, consultation on legislative, regulatory, and economic policy topics and analytical support regarding the solid waste management and recycling industries.

**ESSENTIAL FUNCTIONS:**

30%	Independently or in consultation with various persons within the department, identify areas of financial research and design research methodologies. Plan, organize, and conduct complicated analytical research projects. Develop new, and evaluate existing, forecasting methodologies and techniques to support the administration of the Used Oil Recycling Program, Waste Tire Recycling Management Program, the Electronic Waste Recovery and Recycling Program, and other Waste Reduction management programs. Write, edit, and manage computer programs to support analyses. Use and modify complex databases to manage and interpret data. Planning, designing, and implementing new or enhanced forecasting tools and methodologies. Utilize statistical procedures based on the assumptions and hypotheses in the research design.
20%	Perform research and develop monthly/ quarterly forecasts to project CalRecycle's revenues and expenditures from its various funding sources, including the Beverage Container Recycling Fund, Integrated Waste Management Account, Tire Recycling Management Fund, Used Oil Recycling Fund, and Electronic Waste Recovery and Recycling Account. Perform research/ analysis of reaching SB 1383 and AB 341 goals/ mandates: and present findings to executive management. Analyze financial and economic trends, interpret projections, and make recommendations for potential fee or policy adjustments accordingly. Confer with policy makers, executive level management, and others regarding current data, trends, projections, or impact of existing or proposed analyses. Prepare written responses and provide technical expertise and specialized information. Independently prepare presentations to share findings to the department, the Administration, and others, including upon request, the Legislature, and the public.
20%	Serve as lead in the Budget Office for analyses on special projects regarding state budget process, fund condition statements, legislative process, and the impact of these on the department. Preparation of the Governor's Budget, analysis of Budget Change Proposals (BCPs), budgetary schedules, salaries and wages supplement, budget revisions, etc. Analyze legislative bills, regulations, and the like, to determine impact on CalRecycle's budget/ funds. Prepare legislative costings.
10%	Prepare funding requests and set up coding structure for debris related activities. Maintain and track debris contracts and corresponding expenditures. Report debris related expenditures monthly. Work with various persons within the Department to gather data for internal/ external debris related requests.
10%	Prepare fiscal information and analysis for the Beverage Container Recycling Program's Quarterly Report. Prepare fiscal data for the Used Tire Five Year Plan and revisit the funding during "tire reallocation." Prepare and review data for the Used Oil Three Year Plan. Maintain all CalRecycle's fund condition statements, develop reports, and make presentations to management and executive staff as

	required. Write summary reports of research findings. Present forecasts, methodology, and conclusions to executive management.
5%	Enroll/ participate in training where necessary (by FI\$Cal, DOF, and/ or LinkedIn Learning) to broaden knowledge and remain current with changes/ updates. Prepare and provide training to peers or others within the Department.

**MARGINAL FUNCTIONS:**

5%	Reviews and approves various fiscal requests contained in Requests for Approval (RFA)/Forms 213s/Std. Form 607, etc. Ensures that the funding is available to carry out these requests and coding info matched programmatic allocations. Work directly with the CalRecycle's Executive staff, Division staff, Agency staff, and management of various control agencies such as the Department of Finance, State Controller, and Legislative Analyst Office, to provide expertise on miscellaneous economic forecasting and budget matters. Confers with Control Agencies on budget issues.
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I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:		Date:
<b>Employee Signature:</b>		
I certify that the above accurately represent the duties of the position:		Date:
<b>Supervisor Signature:</b>		
<b>PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:</b>		
<b>C&amp;P Analyst:</b>	<b>Date Approved:</b>	

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties performed may require annual physical.
- ☐ Duties require participation in the DMV Pull Notice Program (drives on state business 6 or more time per month).
- ☐ Requires the utilization of a self-contained breathing apparatus.\*
- ☐ Operates heavy motorized vehicles.\*
- ☐ Requires repetitive movement of heavy objects.\*
- ☐ Performs other duties requiring high physical demand.\* (Explain below)

\*May require a pre-employment medical examination.

**ESSENTIAL FUNCTIONS OF POSITION**

- ☐ **VISION** – You must have sufficient vision to perform the following duties: identify resource requirements and prepare supporting materials; monitor all division contracts; develop training programs and examination planning; review legislation, prepare and initiate personnel transactions.
- ☐ **HEARING** – Your hearing must be sufficiently acute to perform following duties: perform phone consultations; take oral instructions from division management and personnel in other divisions
- ☐ **SPEECH** – You must have sufficient ability to speak to perform following duties: report budget, personnel, legislation, training, and administrative issues to management; speak on the phone; interact with division staff
- ☐ **CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- ☐ **RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ☐ **ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: use computer (a, b, c, d, e, f, g); attend meetings (h, i, j, k, l, m, n); and, use of appropriate body parts to perform other duties of this position
- ☐ **MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: use the computer; telephone, calculator; FAX machine; drive vehicle to meetings, conferences workshops, etc.
- ☐ **BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties:
- ☐ **SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: attend meetings, tour facilities, sit at desk for extended periods of time to perform division administrative duties that are mandatory for this position
- ☐ **LIFTING** – You must be able to lift up to pounds to perform the following duties:
- ☐ **CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: develop division budget and work plans; research civil service classifications; analyze organizational structure; maintain and develop division administrative policies; develop priorities for use of division's line item expenditures; prioritize and monitor division contracts; develop and coordinate division training programs; review legislation
- ☐ **EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others:
- ☐ **DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive or operate dangerous equipment to perform the following duties:
- ☐ **Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

**EMPLOYEE CERTIFICATION**

- ☐ Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- ☐ Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- ☐ No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- ☐ I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature \_\_\_\_\_

Date \_\_\_\_\_